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To: Real Estate Department Partners

Notice: **RED-12-43**

From: Real Estate Department- Compliance and Asset Management

Date: August 3, 2012

**Re: Updated Requirements for Affirmative Marketing Plans**

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Effectively immediately, the following updates to IHCD's Affirmative Fair Housing Marketing Plan (AFHMP) requirements are in place:

- 1). The requirement to create an AFHMP applies to all HOME, CDBG, and CDBG-D homebuyer or rental projects with five (5) or more assisted units.
- 2). All AFHMPs must be created using the most current version of HUD Form 935.2A ([available online under the Chapter 5 Exhibits Folder for the SIP Compliance Manual](#)). If a project's current plan was created in another format, IHCD advises doing an update to the plan to ensure all elements have been appropriately covered. Remember that all plans must be evaluated annually and a new plan created at least once every five (5) years throughout the affordability period.

Questions about this policy can be directed to:

Matt Rayburn, Deputy Director of Compliance & Asset Management

Mike Recker, Senior Compliance Auditor

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